

APPENDIX C

FORMAT FOR SAAM REQUEST

1. In order for requests to flow directly into the airlift deployment analysis system computer, strict format requirements must be followed. Requests with irregularities will automatically be segregated and will require individual attention to correct the error(s). Requests for all SAAM airlifts will be sent to the appropriate Service or theater validator(s) who, in turn, forwards the request to HQ AMC via message. Message address for HQ AMC is as follows:

HQ AMC SCOTT AFB IL//SAAM/XOOMSR//
HQ AMC TACC SCOTT AFB IL//SAAM/XOOMSR//

2. Format for Requesting Airlift.

MSGID/TITLE/ORIGINATOR//

AL1249REQ?TYPE OF REQUEST (SAAM OR JCS)/NUMBER (IF ASSIGNED)/ JCS

PRIORITY/YOUR UNIT/PROJECT NAME (IF KNOWN)/INFO-ADDR// “

ONOFF/CLASSIFICATION/REF NUMBER/ONLOAD LOCATION/OFFLOAD

LOCATION/AVAIL LOAD DATE/EARLIEST ARRIVAL OR PICKUP DATE/LATEST

ARRIVAL DATE/NUMBER OF PAX/BAGGAGE SHORT TONS/CARGO SHORT

TONS/CUBE OF CARGO AND BAGGAGE/COMMENTS (IF APPLICABLE)//

MSNREQ/CLASSIFICATION/REF NUMBER/NUMBER ACFT/TYPE

ACFT/CONFIGURATION/MSN SUPPORT COMMENTS (I. E., FORKLIFTS)//

LOAD/CLASSIFICATION/REF NUMBER/CARGO REF/LOAD DESCRIPTION/QTY

PLTS, VEHICLES, PCS NONPALLETIZED CARGO/CARGO WGT IN

POUNDS/CUBE/LENGTH/WIDTH/HEIGHT/SECURITY CLASSIFICATION OF CARGO//

HAZCOMM/CLASSIFICATION/REF NUMBER/CARGO REF/SHIPPING NAME OF HAZ

CARGO/PACKAGING PARA/NET EXP WGT (ENTER /- IF NOT APPLICABLE)//

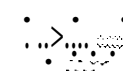
CONTACTS/CLASSIFICATION/TYPE OF CONTACT, I. E., ONLOAD, EN ROUTE,

ETC/LOCATION/NAME/DUTY PHONE/HOME PHONE//

BILLING/TAC, CIC, OR OTHER BILLING INFO (ENTER /- IF NOT KNOWN OR NOT USED)//

REMARKS/COMMENTS (ENTER /- IF NONE)//

3. Instructions for Completing Airlift Request Messages Information. Fields must be given in the order listed. Each field must be separated by a single slash (/). Each dataset must end with a double slash (/). Information within a field cannot contain a slash as part of the data content, since automated requests will interpret this as an end-of-field marker. To indicate a blank field enter /-. A dataset line may not exceed 69 characters. The entire dataset may, however, require two or more lines of text. In this case, end each line with a complete field and begin the continuation line with a single slash (/) followed by the next field. A dataset field may not be split between two lines.



a. MSGID Dataset (required dataset).

- (1) (Mandatory) Enter the dataset title, i.e., MSGID (5 characters maximum).
- (2) (Mandatory) Enter the title of the message, i.e., AL1249 (6 characters maximum).
- (3) (Mandatory) Enter the organization or location initiating the request (20 characters maximum).

b. AL1249REQ Dataset (Required dataset).

- (1) (Mandatory) Enter the dataset title, i.e., AL1249REQ (9 characters maximum).
- (2) (Mandatory) Enter the type of request, i.e., SAAM or JCS (4 characters maximum).
- (3) (Conditional) Enter the SAAM number. NOTE: Initial requests for airlift will not contain a SAAM number until assigned by the appropriate validator. Therefore, requesters should enter “/-/” if the number is not known (4 characters maximum).
- (4) (Conditional) Enter the airlift priority, i.e., 1B1 (3 characters maximum). Requesters should enter /-/ if the priority is not known.
- (5) (Mandatory) Enter your unit identifier, i.e., NGB Andrews AFB (20 characters maximum).
- (6) (Optional) Enter the project name, if applicable, i.e., drug interdiction. Enter /-/ if no project name (40 characters maximum).
- (7) (Optional) Indicate if information addressees are to be copied on all subsequent messages by entering “Y.” Enter “N” to exclude information addressees on subsequent messages (1 character maximum).

c. ONOFF Dataset (Required dataset).

- (1) (Mandatory) Enter the dataset title, i.e., ONOFF (5 characters maximum).
- (2) (Mandatory) Enter the security classification of this line, i.e., “U”--Unclassified, “C”--Confidential, “S”--Secret, or “T”--Top Secret (1 character maximum).
- (3) (Mandatory) Enter a reference number for each on/offload for each portion of the SAAM of JCS exercise. For multiple stops, enter a new reference number for each on/offload combination, i.e., ONOFF/U/1/KBLV/MYIG ONOFF/U/2/KHRT/MYIG

ONOFF/U/3/KDYS/MYIG . . . This number will tie each on/offload location and its requirement to the commodity description in the load and HAZCOM datasets (4 characters maximum).

(4) (Mandatory) Enter the name of the port of embarkation (POE) by name or International Civil Aviation Organization (ICAO) code (preferred entry) (16 characters maximum).

(5) (Mandatory) Enter the name of the port of debarkation (POD) by name or ICAO code (preferred entry) (16 characters maximum).

(6) (Mandatory) Enter the Greenwich Mean Time, expressed as "Z time" for the available-to-load date, i.e., 140 100ZJUL91. If the time should be coordinated, also enter "COORD" (12 characters maximum).

(7) (Mandatory) For SAAMs, enter the pick-up date and time. For JCS exercises, enter the earliest arrival date. Use Greenwich Mean Time expressed as "Z time," i.e., 140200ZJUL91. If time should be coordinated, enter "COORD" (12 characters maximum).

(8) (Mandatory) Enter the Greenwich Mean Time, expressed as "Z time" for the latest arrival date, i.e., 141400ZJUL91. If time should be coordinated, enter "COORD" (12 characters maximum).

(9) (Conditional) Enter the number of passengers to be on/offloaded at each location. In the remarks dataset, identify all foreign nationals. If mission is a cargo SAAM, indicate Pax who may be couriers or technical escorts (5 characters maximum).

(10) (Conditional) Enter the total weight of the, baggage, expressed in short tons, to the nearest tenth of a ton (5 characters maximum).

(11) (Conditional) Enter the total weight of the cargo, expressed in short tons, to the nearest tenth of a ton. Do not include baggage weight (5 characters maximum).

(12) (Conditional) Enter the total cubic feet of the cargo and baggage (6 characters maximum).

(13) (Optional) Enter any comments about the on/offload or timing, i.e., TBD (7 characters maximum).

d. MSNREQ Dataset (Optional dataset) if used, dataset must follow this format. If optional fields are not used, enter "/-".

(1) (Mandatory) Enter the dataset title, i.e., MSNREQ (6 characters maximum).

(2) (Mandatory) Enter the security classification of this line.
"U"--Unclassified, "C"--Confidential, "S"--Secret, "T"--Top Secret (1 character maximum).

(3) (Mandatory) Enter a reference number for each movement requirement. This number will correspond to an on/offload requirement number in the onoff dataset (4 characters maximum).

(4) (Optional) Enter the number of aircraft requested (3 characters maximum).

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(5) (Optional) Enter the type of aircraft requested (8 characters maximum),

(6) (Optional) Enter the aircraft configuration requested (5 characters maximum).

(7) (Optional) Enter Mission support requirements, i.e., forklifts, X-loaders, pallets, etc. (37 characters maximum).

e. Load Dataset (optional dataset). If used, must follow this format. Enter “/-/” if optional fields are not used.

(1) (Mandatory) Enter the dataset title, i.e., load (4 characters maximum).

(2) (Mandatory) Enter the security classification of this line, i.e., “U,” “C,” “S,” or “T” (1 character maximum).

(3) (Mandatory) Enter a reference number for each load description. This number will tie the load description in this dataset to its requirement in the ONOFF dataset (4 characters maximum).

(4) (Mandatory) Enter an identifier for each load description. This identifier, combined with the reference number, will tie the load description in this dataset to the hazardous commodity description in the HAZCOM dataset (1 character maximum).

(5) (Mandatory) Enter the cargo commodity description. Include service nomenclature and Department of Transportation (DOT) shipping name and class, if appropriate. NOTE: Do not use slashes within this dataset. Use a separate line for each commodity description. Begin each additional line of the dataset with “LOAD/” (16 characters maximum).

(6) (Optional) Enter the quantity of pallets, vehicles, or pieces of nonpalletized cargo (4 characters maximum).

(7) (Optional) Enter the individual weight of all nonpalletized cargo, equipment, and vehicles or total weight of pallets, in pounds (6 characters maximum).

(8) (-Optional) Enter the unit cubic feet of all nonpalletized cargo or vehicles or the total cubic feet of pallets (5 characters maximum).

(9) (Optional) Enter the length, in inches, of all nonpalletized cargo or vehicles (3 characters maximum).

(10) (Optional) Enter the width, in inches, of all nonpalletized cargo or vehicles (3 characters maximum).

(11) (Optional) Enter the height, in inches, of all nonpalletized cargo or vehicles (3 characters maximum).

(12) (Mandatory) Enter the security classification of the cargo: "U" -- Unclassified; "C" -- Confidential; "S" -- Secret; "T" -- Top Secret; or "Y" -- Classified (1 character maximum).

f. HAZCOM Dataset (Optional Dataset). If used, dataset must follow this format. Enter "/-" if optional fields are not used.

(1) (Mandatory) Enter the dataset title, i.e., HAZCOM (7 characters maximum).

(2) (Mandatory) Enter the security classification of this line, i.e., "U," "C," "S," or "T" (1 character maximum).

(3) (Mandatory) Enter a reference number for each hazardous commodity description. This number will tie each hazardous commodity description in this dataset to an on/offload requirement in the ONOFF dataset (4 characters maximum).

(4) (Mandatory) Enter an identifier for each commodity description. The identifier, combined with the reference number, will tie the commodity description in this dataset to the load description in the load dataset (1 character maximum).

(5) (Mandatory) Enter the proper shipping name of all hazardous items. Use the remarks dataset, if necessary. Hazardous materials will not be airlifted unless all provisions of subject regulation have been complied with. (For special weapons, provide the number and type units, type container, unit weight, and total weight-in to the On/Offload order. Nuclear weapons data are found in TO 1 IN-45-61 and TO 1 IN-45-51A(A).) (43 characters maximum).

(6) (Mandatory) Enter the packaging paragraph for hazardous items in accordance with AFR 71-4, TM 38-250, NAVSUP Pub 505(Rev), MCO P4030. 19D, or DSAM 4145.3 (10 characters maximum).

(7) (Optional) Enter the total net explosive weight (NEW) (3 characters maximum). Indicate in the remarks dataset the NEW, by class, for each item containing DoD class/division 1.1, 1.2, or 1.3 explosives.

g. Contacts Dataset (Required Dataset)

(1) (Mandatory) Enter the dataset title, i.e., contacts (8 characters maximum).

(2) (Mandatory) Enter the security classification of the line, i.e., "U," "C," "S," or "T" (1 character maximum).

(3) (Mandatory) Enter the type of contact, i.e., Onload, En route, Best, Overall, Validator, etc. (10 characters maximum).

(4) (Mandatory) Enter the location of the contact (20 characters maximum).

(5) (Optional) Enter the full name of the contact (25 characters maximum).

(6) (Mandatory) Enter the office phone number. Include DSN and commercial, as applicable (18 characters maximum).

(7) (Optional) Enter the home phone number. Include the area code (18 characters maximum).

h. Billing Dataset (Conditional Dataset). If message originates from a SAAM validator, billing information is mandatory. If this dataset is used, follow this format. Enter “/-/” if optional fields are not used.

(1) (Mandatory) Enter the dataset title, i.e., billing (7 characters maximum).

(2) (Conditional) Enter the CIC, TAC, or appropriation chargeable, as applicable. If none of these are available, include the name and address of the specific organization reimbursing on direct billing basis. Not applicable for JCS exercises. Enter no more than 69 characters per line (255 characters maximum).

i. Remarks Dataset (Optional Dataset). If used, dataset must follow this format. Enter “/-/” if optional fields are not used.

(1) (Mandatory) Enter the dataset title, i.e., remarks (7 characters maximum).

(2) (Optional) Provide the following: (2500 characters maximum).

(a) Purpose of the SAAM. A brief, concise, unclassified statement, i.e., Purpose--Mission is airlifting support equipment for F-4E unit training exercise.

(b) Geographic location of information addressees. If you did not enter an “N” in the INFOADDR field of the AL1249REQ dataset, all information addressees included on the 1249 message will be copied on subsequent communications about the SAAM or JCS request.

(c) Justification for short-notice foreign clearance of cargo and aircraft. Justification must include detailed description of the commodity requiring clearance. Name and phone number of individuals who can provide additional justification for the rapid reaction or emergency SAAM, if required by HQ USAF/XOXXI.

(d) SAAM requirements submitted within 72 hours of the desired movement date are considered rapid reaction or emergency. A statement as to the rapid reaction or emergency requirement and the justification for airlift within 72 hours must be included in the remarks dataset. Individual declaring rapid reaction or emergency

requirement and the justification for airlift within 72 hours must be included in the remarks dataset. Individual declaring rapid reaction or emergency requirement will be at least an O-6 in rank, civilian equivalent, or designated representative. Also, that individual's name and rank must be included in the remarks dataset of the request.

(e) SAAM requirements for channel extension or flag stop will include the following additional information. Do not enter more than 69 characters per line (255 characters maximum). (See AFR 76-11, which establishes criteria for channel extensions and flag stops.)

1 Transportation Control Number(s).

2 AMC Channel Mission Identifier to be used, e.g., AJM804000140.

3 Contacts for initial channel onload station and point of channel extension for flag stop. NOTE: A required delivery date cannot be assigned to a flag stop or channel extension.